
Required Documentation for all HEAP Programs

1. Photo ID of primary applicant.
2. Social Security cards for every member in the household.
3. Birth certificates if available or US Passport, Voter Registration card, Baptism Record if states place and date of birth
4. Landlord's name, address and phone number if you are a renter.
5. Proof of all household gross income for the last 30 days or 12 months

Sources of income include but not limited to:

- **Wages:** pay stubs/printouts with all dates and gross earnings from employer. If no longer working verification from employer verifying last day worked, last pay date. Must be on company letter head or our employer form.
- **Unemployment:** printout of award letter or pay stubs detailing gross amounts and dates received.
- **Self-employment:** prior year tax forms (including schedule C) signed and submitted.
Visit: www.irs.gov/Individuals/Get-Transcript
- **Social security:** award letter for current year or current bank statement
- **Pension:** current statement showing gross amount *and* any deductions for the previous 30 days
- **VA Benefits:** current award letter must state service related or non-service related.
- **Child support:** current printout from online dated within one day showing last 30 days of transactions even if no payments have been received. If you pay child support, and provide verification, it will be deducted from your income.
- **Cash Assistance:** ADC, current printout within one day that shows current month or last 30 days
- **Utility Reimbursement:** Section 8 verification
- **Gifts:** If someone is giving money you will need a signed and dated statement stating how much you were given in the last 30 days. Statement must include the dates *and* amounts of any money provided to your household. Letter must include the name, address, and phone number of person providing the money.
- **Odd jobs:** statement from person you work for showing dates and amount paid within last 12 months. A tax transcript is required. Visit: www.irs.gov/Individuals/Get-Transcript
- **No income:** most recent tax transcript from the IRS. Contact IRS by phone at 1-800-829-1040.
- **Loans:** If someone has loaned you money within the last 90 days and you are going to pay them back you will need a statement that includes the date the money was provided, principle amount, the interest and finance charges associated that will be accumulated during the loan and when the final pay off will be. It **MUST** be notarized and include the name, address and phone number of the person giving you the loan.
- **Current Utility Bills:** Must be in the name of a household member at least 18 years of age.
- **Gas & Electric:** You will always need to bring in BOTH utility bills even if you do not need assistance with both unless you are an all-electric household. All pages of the utility bills are needed. If any of your utilities are included in your rent, please bring a copy of your lease.

** If you are moving or are in transition, you must provide a pending account number. Contact your utility provider for this information before applying for services.

** CEI clients who are off and have prior balance will need to have Letter 29 faxed to us at 440-350-9166.

OFFICE LOCATION
54 S. State St. #303
Painesville, OH 44077
440-350-9160

To schedule an appointment please call 1-866-223-1471.
Appointments are Tuesdays and Thursdays beginning at 8:30am.